



Commissioner's Memo System

Overview

The Office of Communications of the Arkansas Department of Education has launched a new Commissioner's Memo website utilizing Microsoft SharePoint to manage memos.

To view a Commissioner's Memo

Navigate to the following URL to access the system:

<http://adesharepoint2.arkansas.gov/memos/default.aspx>

A list of all memos from July 1, 2010 will display in the Approved Memos section.

The screenshot shows the "Commissioner's Memos" SharePoint site. On the left sidebar, there are three links: "View All Site Content", "Approved Memos", and "Archived Memos". A red arrow points to the "Archived Memos" link. The main content area shows the "Approved Memos" section with a table of memos. The table has columns for Title, Memo Number, Memo Date, Section, Memo Type, and Attention.

Title	Memo Number	Memo Date	Section	Memo Type	Attention
Test 1 NEW	EX-1234	6/11/2010	Research & Technology	Informational	Elementary Principals; High School Principals; Middle School Principals
PLAN or PSAT	COM-10-173	5/20/2010	Research & Technology	Administrative	Co-op Directors; High School Principals; Superintendents; Co-Op Coordinators, Curriculum Directors
Teacher Survey	LIC-10-038	5/19/2010	Research & Technology	Informational	Co-op Directors; Elementary Principals; High School Principals; Middle School Principals; Secondary Principals; Superintendents
Summer Professional Development - Math and Science Teachers	COM-10-195	5/4/2010	Research & Technology	Informational	Co-op Directors; Elementary Principals; Secondary Principals; Superintendents; Etc.

To view memos prior to July 1, 2010, click "Archived Memos".



To read a memo, click the name of the memo you wish to view.

Title	Memo Number	Memo Date	Section	Memo Type	Attention
Example Memo NEW	EX-10-123	6/11/2010	Research & Technology	Informational	Superintendents
Summer Professional Development - Math and Science Teachers	COM-10-195	5/4/2010	Research & Technology	Informational	Co-op Directors; Elementary Principals; Secondary Principals; Superintendents; Etc.

The memo detail will appear, with links to any attachments.

Title	Example Memo
Memo Number	EX-10-123
Memo Date	6/11/2010
Attention	Superintendents
Memo Type	Informational
Response Required	No
Section	Research & Technology
Regulatory Authority	None
Contact Person	Jane Doe
Phone Number	501-555-1212
E-Mail	example@arkansas.gov
Memo Text	This is an example Commissioner's Memo where formatting has been applied using the <i>word processing features</i> of the text area.

Version: 8.0
 Created at 6/11/2010 12:36 PM by cm-rt-creator
 Last modified at 6/11/2010 1:30 PM by Kelly Cutler (ADE)

Close

Click "Close" to go back to the Memo list.

Sorting

Memos are sorted by Date Modified, but users can sort to their preference.

Simply click on the header of the column you wish to sort. Clicking once will sort in ascending order, another click will sort in descending order.

An arrow will display to indicate your sorting order.

Title	Memo Number	Memo Date ↓
Example Memo NEW	EX-10-123	6/11/2010